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DDP Rec mgd - 4

29 April 1959

MEMORANDUM FOR THE RECORD

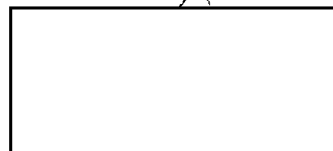
Subject: Support Records in DD/P

1. At a Meeting in [] Office on 23 April, [] and I gave him a status report on the following:

- a. Inventory of Predecessor Agency Records (OSS, CIG). This project to be completed in about six weeks.
- b. Support Records Inventory and Uniform Filing Systems. This project to be completed about 15 May.
- c. Microfilming of Field Records in []
- d. Disposition of Field Logistics Records in []
- e. Training Program for DD/P.

2. In connection with the inventory and appraisal of Support Records, [] indicated that he wanted to emphasize the need for the separation of these from operating records. This separation would mean, in his opinion, that the DD/S assume responsibility for determining filing systems, scheduling and disposition. This, I agreed to on the premise that the chief of the field station will have all the administrative responsibilities for the application of the schedule and the operation of the files.

3. On our way back to the office, Fred and I stopped to see [] Chief of Program Planning for RID. Ray felt that [] idea with respect to Support Records would mean that the DD/S literally would be responsible for administration in the field and at Headquarters and, consequently, we would have a "two-headed monster type administration". I advised him that my understanding was not along this line and that I would clarify this situation with []. On 24 April, [] called and expressed to me the concern that [] had raised. Conversation with [] however, indicated that there was no need for concern and both he and I understand one another as to how Support Records will be administered; namely, that the Chief of the Field Station has full jurisdiction in his area in all matters and he will see that the policies established with respect to Support Records are carried out.



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